Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

CONFIDENTIAL

Chief, Management Staff 2 February 1959

Chief, Records Management Staff

Report for Period Ending 28 January 1959

1. Contributions

a. Tangible

(1) The Records Center received 178 cu. ft. of inactive records from seven offices.

(2) Completed nine and five revised forms. Eliminated 12 forms.

(3) The installation of Open Shelf Filing in OCS/IB is completed. As a result, 113 pieces of filing equipment were returned to stock; 279 sq. ft. of floor space gained. An expansion of the files for 1½ years is possible.

b. Intangible

(1) Developed a tentative outline for training Area Record Officers in the DD/P area and submitted to

25X1 [redacted]

2. Assignments - Active

a. Forms

(1) Fourteen new and 25 revised forms in process.

(2) Printing Services Division Survey.

(3) Revision of Travel Order./ Central Processing Branch concurred in changes.

(4) Teletype Dissemination Information Reports and Systems.

(5) Revision of Dispatch Form

(6) Improved Management of Stocked Forms.

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

BEST COPY
Available

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

(7) Uniform Information Report. Department of the Army requested copies of our specifications and samples of our report for their use in approximately three to four months.

25X1 (8) Evaluation of Information Reports. At the request of [redacted] developed a new form to be used by Customer Agencies to get their reaction to our Information Reports.

b. Shelf Filing

(1) Office of Personnel. Additional shelving in process of installation.

(2) IM/OCR. See 1.a.(3).

(3) Acquisition Branch Library/OCR.

(4) Map Library Division/OCR.

25X1 (5) [redacted] Contact Division. Decision has been made to go ahead with installation.

(6) RE Division/DD/P. Temporarily discontinued at the request of Ray Meyer.

(7) Office of Security/Building 13.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files.

(2) CO/FBD Translation Index.

(3) Contract Personnel Division/OP Card Index.

(4) Office of Communications/WIC.

(5) Special Planning Assistant/DD/S Subject-Numeric.

(6) Executive Secretary/FE/DD/P Card Index.

d. Audit and Revision of Records Control Schedules

(1) Medical Staff. All portions of schedule completed and approved except Office of Chief of Staff. Assistance is being given in retirement and destruction of records. So far, 20 cu. ft. retired to the Center.

(2) OCR. Schedules approved and returned for application.

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6

e. Special Projects

(1) Headquarters File Cleanup Campaign. Completed revision of additional material to launch campaign. Preparation of campaign booklet in process.

(2) Review of OTR Clerical Training in Filing Systems. Arranged for IAS/Pool to prepare material to be used in new teaching kits.

(3) Revision and Reorder of Overnight Storage Boxes.

f. Vital Materials

(1) Microfilm in OTR continues.

(2) Discussed State Department Vital Records Program with [redacted] Acting Chief of Records Management Staff and one of his associates, [redacted] 25X1

(3) OSI has completed a review of their Vital Records and eliminated 77 items.

3. News

a. Ninety-three people attended the Management Staff lecture given by Mr. Herbert E. Angel, Assistant Archivist of United States.

b. At the request of [redacted] we contacted AHO's of Logistics and Comptroller and resolved the differences regarding the Records Control Schedule for Chimera. 25X1

c. Bob Rice discussed the Forms Management Workshop with representatives of OPA with the objective of using this technique in the Training Program we are developing for DD/P Records Officers.

[redacted] 25X1

Distribution:
Orig - Addressee
1 [redacted] 25X1
1
1
1
1
1
1 - RMS (REPORTS - 1 Jan - Dec 1959)

2/2/58

25X1 Mgt/S/RMS/[redacted] fjm:2 Feb 1959)

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220074-6